

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 December 1956

FROM : Chief, Clerical Training

25 YEAR RE-REVIEW

SUBJECT: Week of 4 - 10 December 1956

1. Numbers in Clerical Induction Training. During the week of 4 December there were 52 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 4 December.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 4 December were as follows:

	Tested	Qualified
Shorthand	4	2
Typewriting	10	5

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 4 December were as follows:

	Tested	Qualified
Shorthand	3	0
Typewriting	5	1

25X1 5. Chief, Clerical Induction Returns to Duty. [redacted] Chief, Clerical Induction, who has been on sick leave, returned to duty 10 December 1956. 25X1

25X1 6. Instructor Taking Intelligence Orientation Course. Miss [redacted], Instructor, Clerical Induction Training, is taking the final two weeks of the Intelligence Orientation Course beginning 10 December 1956 through 21 December 1956.

25X1 7. Chief, Clerical Orientation Attends Business Education Meeting. Mrs. [redacted] Chief, Clerical Orientation attended the business education sections of the American Vocational Association in Saint Louis, Missouri from 3 December through 6 December 1956.

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